

## **CEI Login Instructions:**

### **1) Step 1: Set up an ESR Self Service account.**

Go to <https://nsips.nmci.navy.mil>

Select "Existing Users (Self Service)" link

NOTE: If you are not on an NMCI workstation, you will need to have a PKI identity certificate loaded into your web browser in order to access this web page.

Enter your SSN, Name, Email, and Phone information. You can enter your own Operator ID or click on the lightning bolt to have one generated for you. Enter your password and confirm it. Click "Validate and Create Self Service Account".

You will be given a message that your account has been successfully created. If you experience any problems with obtaining your account, call the NSIPS Customer Support Center at: 1-877-589-5991

### **Step 2: Update your Civilian Employer information.**

Navigate to <https://nsips.nmci.navy.mil> and select the "NSIPS & ESR Access" link

Using the Self Service Operator ID and password that you created previously, login to the Enterprise Records Management System (ERMS).

Click on "Employee Self Service," then "Electronic Service Record," then "Tasks," then "Civilian Employer."

Insert CEI information and press submit.